



**Indiana  
Department  
of  
Health**



## Policies and Procedures

**Title:** Approval of Local Health Officer Process

**Approvals:**

Resolution of the Indiana Department of Health Executive Board

September 13, 2023  
Date

**Policy #:** *Executive Board 2023-03*

### Purpose

The purpose of this *Policy* is to establish guidelines for the approval of a local health officer that is not a physician but meets the requirements of IC 16-20-1-9.5(a)(2). IC 16-20-2-16 (f)(2) requires that the local board of health submit a request to the Indiana Department of Health (IDOH) Executive Board. IC 16-20-2-16(g) states that the IDOH Executive Board shall determine whether to approve the request based on the needs of the requesting jurisdiction and the qualifications of the individual.

### Procedures and Responsibilities

1. A local health board may appoint a non-physician as the local health officer if the individual has a master's degree in public health and at least five years of experience in public health, subject to the approval by the IDOH Executive Board (the Executive Board) in accordance with this policy.
2. The local board of health for the jurisdiction shall appoint the local health officer, the local legislative body for the jurisdiction must approve the local health officer, and the local executive must certify the local health officer prior to submission for approval by the Executive Board.
3. A request for approval of local health officer must be submitted to the IDOH at least 30 days prior to the Executive Board meeting for consideration at that meeting. Executive Board meetings are scheduled for the second Wednesday of odd months.



4. The request for approval submitted to the IDOH must include at least:
  - a. The resume containing the credentials of the proposed local health officer.
  - b. A description of the clinical services offered by the local health department and a description of the appropriate clinical oversight by a physician for those activities. The description of clinical oversight must include:
    - i. A resume with the physician's credentials.
    - ii. The physician's expected time commitment as an employee of the local health department.
    - iii. Description of the individual(s) who will serve as proxy for the physician when the physician is unavailable.
    - iv. Any necessary agreements needed for physician assistants and advanced practice nurses, if applicable.
    - v. A plan for the replacement of the physician, if necessary, including a projected timeline, to avoid disruption of the oversight and provision of clinical services.
  - c. The official documentation of the required appointment, approval, and certification by the local health board, the local legislative body, and the local executive.
5. If approved by the Executive Board, the IDOH will issue a signed resolution and provide it to the local health department.
6. The local board of health shall notify the IDOH Executive Board of any changes in the local health officer, the physician providing clinical oversight, or the process for clinical oversight.
  - a. A change in local health officer will require the jurisdiction to submit a new request to the IDOH Executive Board.

## Legal Authorities and References

- IC 16-20-2-16
- IC 16-20-1-9.5